

# Study Smart—Study Tips

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## How to Survive Group Projects/Presentations

So, your instructor has assigned a group project. Many questions and reservations may cross your mind. What if others don't contribute? What if their work isn't as good as I'd want it to be? What if they finish late or don't finish at all?

Group projects are very common in college. While they can be challenging, they are also great for helping to prepare you for your professional career.

Below are some tips on how to make the group project experience a positive and successful one.

1. Get to know each other. Introduce yourself. Exchange relevant schedule information to help determine good meeting times, etc.
2. Determine everyone's area of expertise. Maybe someone is a good speaker, someone else loves to write, or perhaps another student excels in PowerPoint presentations. Try to use each person's strengths as much as possible.
3. PARTICIPATE. Actively participate. Pull your weight. Some instructors will ask for feedback from other group members when figuring out the project grades. So make sure you do

your part. And do it well.

1. Show respect. Allow for equal participation by all members. Don't monopolize discussions or try to make all decisions yourself. Other group members will not feel a part of the project unless they feel they were permitted equal opportunity to contribute their ideas and make decisions. It's ok to disagree—just be respectful of each other.
2. Set a timeline and stick to it. Be sure to include follow-up meetings to check progress and answer questions, etc. Make sure everyone knows the timeline. Set the completion date several days BEFORE the actual project due date. This allows time for problems, practicing, and last minute changes.
3. Practice. Run through the presentation as you would present it a few times. This will help you all learn the material and identify any problem areas.
4. It's ok to talk to your instructor. when things aren't working out.

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